

Format for Duty Leave/TA/DA advance

To

The Vice Chancellor,
Uttarakhand Open University,
Haldwani

Sir,

In connection with -----

(Purpose of Journey)

I have to proceed to ----- . I shall be away for official work
from ----- to ----- (Days). It is therefore
requested that I may kindly be considered on official duty for the above period.

Sanctioned

Vice Chancellor

Dy Registrar/ Registrar/ Finance Controllar

May kindly see above sanction. An advance of Rs. _____
(Rupees _____) is required to meet out traveling/
dearness allowances/expenses. May kindly sanctioned and oblige.

Thanking you,

Academic Consultant
(Full Name)

Recommended/ Not Recommended

Dy Registrar

Registrar

Finance Controllar

Sanctioned/ Not Sanctioned

Vice Chancellor